

NONCOMMISSIONED OFFICER VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD

107th Airlift Wing
9910 Blewett Avenue
Niagara Falls, NY 14304-6001

UNIT: 107 Airlift Wing / Operations

POSITION TITLE: Personnel

MAX AVAILABLE GRADE: **TBD**

ANNOUNCEMENT #: NF 14-14

DATE: 18 Dec 2013

CLOSING DATE: 17 Jan 2014

AFSC: **3S0X1**

AREA OF CONSIDERATION: **107th Airlift Wing**

All candidates may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG.

SPECIALTY SUMMARY

(AFECD Dated 31Oct 2013)

Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander's Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures. Related DoD Occupational Subgroup: 153100.

QUALIFICATIONS AND SELECTIONS FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin. Applications are subject to review by the FSS Commander. If all mandatory requirements are met, applicants must meet an Interview Board. The requirements and qualifications prescribed in this announcement are the minimum for this position.

DUTIES AND RESPONSIBILITIES:

- 2.1. Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures
- Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information.

Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports.

- Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Manages the Virtual Out Processing vOP in the Military Personnel Flight. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF). Maintains files of correspondence, directives, instructions, and other publications.
- Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits.

SPECIALTY QUALIFICATIONS :

Knowledge: Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

Education: For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

Training: For award of AFSC 3S031, completion of a basic personnel course is mandatory.

For entry into this specialty:

Ability to speak distinctly

For award of AFSC 3S031, ability to operate a keyboard at a minimum rate of 25 words per minute (wpm).

For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.

APPLICATION PROCEDURES:

Applicants will prepare and forward a cover letter, NGB 34-1, Application for Active Guard/Reserve (AGR) Position, [NGB Form 34-1](#) DD Form 214, Record of Separation/Discharge from the US Armed Forces, vMPF Record Review RIP, current passing Physical Fitness score

NOTE: PLEASE DO NOT ATTACH MATERIAL IN A BINDER, DOCUMENT PROTECTORS AND DO NOT USE STAPLES.

Complete application package must be received no later than close of business on the closing date of the vacancy announcement, 17 Jan 2014. Incomplete packages will not be considered. For more information or questions contact SMSgt Jeffrey M. Wilczek at 716-236-3626 or by e-mail at jeffrey.wilczek@ang.af.mil

MAIL APPLICATION TO: 107TH AW FSS/FSMPM
9910 Blewett Avenue
Niagara Falls, NY 14304-6001
ATTN: SMSgt Jeffrey M. Wilczek

Or Emailed to: 107AW.FSS.Customer.Service@ang.af.mil

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